



**King County**

# Code of Ethics

*Helping Employees Make Ethical Decisions*

- Challenge your ethics knowledge with this short survey-quiz.
- It's free! It's fun! It only takes 5 minutes! And it's confidential.
- Your participation will help the Board of Ethics to better serve you. Questions? Call the Ethics Help Line at 296-1586.

Please return your completed survey-quiz by Oct. 25, 2004.  
Just fold in half so the return address shows and place in interoffice mail.

**THANK YOU!**

**King County Board of Ethics**  
**BOA-ES-3460**



King County  
Department of  
Executive Services  
Board of Ethics

**Your personal responses are confidential, but  
group results will be made available at a later date.**

***Good luck!***

- 1. You are in charge of a large project. You learn that your wife's company is one among several vendors bidding on part of the job. What do you do?**
  - ☐ a. Ensure her success by showing her the job specifications in advance.
  - ☐ b. Notify your supervisor immediately that you have a potential conflict of interest.
  - ☐ c. Tell your subordinate to take over selection of the vendors.
  
- 2. Toni is a strong supporter of Initiative 5000 and wants to see it on the November ballot. At work, she asks you to sign a petition to make her dream a reality. How do you respond?**
  - ☐ a. Decline to sign.
  - ☐ b. Sign someone else's name.
  - ☐ c. Remind her that the ethics code prohibits campaign activities at work.
  
- 3. Karl is in charge of a county licensing agency. His sister needs to renew her license right away or lose a job opportunity. What should Karl do?**
  - ☐ a. Fill out, sign and submit the paperwork for his sister.
  - ☐ b. Tell one of the clerks to make his sister the first customer the very next day.
  - ☐ c. Give his sister the hours of operation and suggest she get in line as soon as the office opens.
  
- 4. You are on stage at a ribbon-cutting ceremony for the completion of a new county building. To mark the occasion, the developer presents you with a plaque. May you keep it?**
  - ☐ a. No
  - ☐ b. Yes
  
- 5. I have a second job outside of my county work. What do I need to do to make sure I'm abiding by the ethics laws.**
  - ☐ a. Disclose the matter to your supervisor if you think there might be a conflict.
  - ☐ b. Have no overlapping responsibilities or interests between your county work and outside job.
  - ☐ c. Keep quiet about the outside job.
  - ☐ d. Both a. and b. are both good answers.
  
- 6. You are working in the field, using a county car. You remember that you need to pick up your dry cleaning and the store is only 10 minutes away. What should you do?**
  - ☐ a. Take care of the errand on your own time using your own car.
  - ☐ b. Park a block from the dry cleaners so no one will know you used a county car.
  - ☐ c. Use the county car to do your personal errand on your lunch hour.

**7. Which of the following topics are included in the King County Code of Ethics?**

- ☐ a. Use of county resources
- ☐ b. Second jobs and post-employment
- ☐ c. Harassment from co-worker or boss
- ☐ d. Acceptance of gifts and meals
- ☐ e. Use of official position for gain
- ☐ f. Political activities in the workplace
- ☐ g. Unfair disciplinary action
- ☐ h. Conflicts of Interest

**8. Have you seen a Code of Ethics poster in your department?**

- ☐ a. Yes
- ☐ b. No
- ☐ c. Don't know

**9. Do you have an Ethics Help Line Card?**

- ☐ a. Yes
- ☐ b. No
- ☐ c. Don't know

**Your department** \_\_\_\_\_

**Do you supervise others?** ( ) Yes ( ) No

**Comments? Questions?**

---

---

---

---

**Would you like to be contacted? Please indicate your name and a way for us to reach you.**

---

---

~ End ~

**See answers on back page**

## Answers

**1. b. Notify your supervisor immediately that you have a potential conflict of interest.**

Explanation: County employees have a potential conflict of interest if they have a personal or financial interest in any matter in which they officially participate or have job responsibilities. If you think you have a potential conflict, you must immediately notify your supervisor in writing; your supervisor is required to resolve the situation and record and keep a written record of the disposition on file. (K.C.C. 3.04.030 & 3.04.037)

**2. c. Remind her that the ethics code prohibits campaign activities at work.**

Explanation: County employees are encouraged to participate in the political process on their own time, outside the workplace, using their own resources, by working on campaigns for elective office or ballot propositions. Some agencies may have specific restrictions depending upon their functions. Check with your supervisor. (K.C.C. 3.04.020)

**3. c. Give his sister the hours of operation and suggest she get in line as soon as the office opens.**

Explanation: County employees must treat everyone fairly and equitably. No county employee may grant any special consideration, treatment or advantage beyond that which is available to every other citizen. (K.C.C. 3.04.020)

**4. b. Yes**

Explanation: Employees cannot accept gifts for doing their work, but may receive 1) informational materials exclusively for office use; 2) memorials, trophies and plaques of no commercial value; or 3) gifts costing twenty dollars or less for bona fide, non-recurring, ceremonial occasions. If you receive a gift from someone doing business or seeking to do business with the county, return it to the person or donate it to a charity. (K.C.C. 3.04.017, K.C.C. 3.04.020, & K.C.C. 3.04.030)

**5. d. Both a. and b. are good answers.**

Explanation: To keep our decision-making free from bias, and to ensure the public's confidence in government, county employees may not have outside interests that overlap with their official job responsibilities. Some departments may also have special restrictions on outside employment. Check with your supervisor for those policies. (K.C.C. 3.04.030)

**6. a. Take care of the errand on your own time using your own car.**

Explanation: Use of county resources – including vehicles, computers, and facilities – is a taxpayer expense. Employees may only use county-owned property for official county business. (K.C.C. 3.04.020) Questions? Check with your supervisor or call the Ethics Help Line at 296-1586.

**7. a. Use of county resources; b. Second jobs and post-employment; d. Acceptance of gifts and meals; e. Use of official position for gain; f. Political activities in the workplace; h. Conflicts of Interest.**

Explanation: Issues of (c) workplace harassment and (g) disciplinary action are not under the jurisdiction of the Code of Ethics, but are best handled by contacting your supervisor, your Service Delivery Manager, or the human resources contact within your agency. (K.C.C. 3.04)